



Office of Administrative Services  
Freedom of Information Act Office

December 11, 2015

Mr. David M. Hardy  
Records Information Disseminations, Records Management Division  
170 Marcel Drive  
Winchester, VA 22602-4843

Dear Mr. David M. Hardy:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) referral (GSA-2016-000233) dated November 23, 2015, in which you requested:

"GSA review unclassified document(s) which your Agency is being referred to you for direct response to the requester. The requester has been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester."

In response to your request, provided are the documents responsive to your request. In processing your request, we redacted actual signatures and Mr. Aubrey C. Lewis's date-of-birth in accordance with the sixth exemption of FOIA, 5 U.S.C. § 52(b)(6). This is done because public disclosure of this information would constitute an unwarranted invasion of personal privacy.

You have the right to appeal the partial denial of your request. To do so, you must write, within 120 days of your receipt of this letter, to the following address:

U.S. General Services Administration  
Freedom of Information Act Office (H1C)  
1800 F St. NW, Room 7308  
Washington, DC 20405

Your appeal must be in writing and should contain a brief statement of the reasons why you believe GSA should provide the requested documents. Enclose a copy of your initial request and a copy of this letter. Both the appeal letter and envelope should be marked prominently, "Freedom of Information Act Appeal."

U.S. General Services Administration  
1800 F. Street, Northwest  
Washington, DC 20405  
Telephone: (202) 501-0800  
Fax: (202) 501-2727

This completes our action on this request. Should you have any questions, please contact Mr. Travis Lewis, at [202-219-3078](tel:202-219-3078) or by email at [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)  
Sincerely,

*Travis Lewis*

**Travis Lewis**  
FOIA Program Manager

Enclosure